

New Program Director and Instructor Professional Development Requirements

Kentucky Adult Education (KYAE) recognizes the needs of new and experienced adult educators are different. New staff need to be exposed to a core set of knowledge about adult learners, curriculum and instruction in adult basic education, and KYAE policies, procedures and expectations. To meet that need, a two-year program of essential courses is required that includes three online **core** courses for all new full-time and part-time instructors regardless of their specialty track.

1. **AEED_8888_KYAE_200_06 - Orientation to Adult Education**
2. **AEED_8888_PDP_200_KYAE - Professional Development Planning**
3. Three NRS Online Basic Courses¹ SDA_1002_0607_KYAE developed by the Office of Vocational and Adult Education (OVAE) and available at www.nrsonline.org:
 - a) **What is NRS?**
 - b) **NRS Data Flow**
 - c) **Using NRS Data**

New directors are expected to complete the three online core courses within the first six months of employment. Programs needing additional time must contact Sandra Kestner (502-573-5114, ext. 108).

Two-Year Tracks for New Instructors/Directors

In addition to the above **core** courses, new educators/program directors must choose a specialty track: General, ABE/Corrections, ESL, Family Literacy, Workforce or Program Directors.

General Track

- The three core courses
- Intro to TABE or ESL CASAS or BEST Plus Implementation
- 1 course from ABE, ESL, Family Literacy or Workforce
- 2 electives from any specialty track

ABE/Corrections Track

- The three core courses
- Introduction to TABE
- Orientation to Reading/Writing Instruction
- Orientation to Teaching Math
- 1 ABE elective

ESL Track

- The three core courses
- CASAS ESL or BEST Plus Implementation
- PBS EL/Civics Link online
- 2 ESL electives

¹ In addition to taking the three Basic Courses on NRS Online, you must also register for them on PDtrack (SDA_1002_0607_KYAE). The course is a self-directed activity (SDA). Supervisors will mark the SDA as completed when you provide him/her with the three course certificates you can print out from NRS Online. Keep the certificates as part of your PD documentation in your staff folder.

Family Literacy Track

- The three core courses
- Foundations in Family Literacy (blended face-to-face and online)
- Foundation project
- 2 family literacy electives

Workforce Track

- The three core courses
- WP 300 online
- WESL, if applicable
- 3 workforce electives

New Program Director Track

- The three core courses within the first six months of hire or appointment
- Introduction to Program Leadership Part I and Part II
- 3 additional courses on NRS Online on the Data Quality Guide www.nrsonline.org²:
 - 1) Course #4c, The Data Collection Process
 - 2) Course #4d, Assessment: Measuring Educational Gain
 - 3) Course #4e, Intake and Goal Setting
- 3 electives

PD Units Not Tracked

PD units are not tracked for new instructors or new program directors. Instead, emphasis is placed on completion of the specialty track within the first two years.

² In addition to taking the three data quality courses on NRS Online, you must also register for them on PDtrack (SDA_1002_0607_KYAE). The course is a self-directed activity (SDA). When you complete the three courses, print out the certificates from NRS Online and kept them with you PD documentation in your staff folder. Mark the SDA as complete.

PD Requirements for Experienced Instructors and Program Directors

Experienced instructors/program directors can choose from the PD opportunities posted on [PDtrack](#) and/or design their own self-directed activities (SDAs) that meet KYAE criteria and documentation requirements.

EXPERIENCED ADULT INSTRUCTORS

- *Staff employed an average of 20 hours or more per week must complete 8 PDUs annually.*
- *Staff employed an average of 19.75 hours or less per week must complete 2 PDUs annually.*
- *Staff working fewer than 50 hours per year have no PD requirement.*

Extract from KYAE Policy and Procedure Manual

...To receive credit participants must attend the entire session and complete any online assignments or required follow-up activities. (KYAE Policy and Procedure Manual, 2006-07)

Professional Development Units (PDUs) will be awarded based on the rigor of the overall professional development experience and its application in the classroom rather than on seat time. The goal is for instructors to choose events that best suit them for learning new knowledge and skills linked to local program needs. SDAs enable an instructor to work with his/her supervisor to choose the activities that best match his/her PD plan goals, describe how the SDA fits the program improvement goals and determine how and when the educator will complete the event.

Supervisors must determine the documentation for an SDA follows KYAE guidelines and the project the instructor has undertaken is sufficient/robust to warrant the number of PDUs for that category.

PDU Categories:

- **Investigate** new practices (**1 PDU**) — learn by attending a workshop or conference, or reviewing professional literature.
- **Disseminate** what is learned with colleagues (**3 PDUs**) — lead a study circle with local peers or present a training event at a regional or state level meeting.
- **Demonstrate expertise** by sharing effective practices across the nation (**4 PDUs**) — present at a national conference or publish an article in a professional journal related to the professional experience.
- **Apply and evaluate** knowledge and skills in the classroom (**5 PDUs**) — develop and use lesson plans based on what was previously investigated by the educator and examine its effectiveness with student performance data.